

## Oelwein Public Library Meeting Room Guidelines and Group Responsibilities

- ✓ Submit an application at least 24 hours prior to the event (or the Friday before weekend dates)
- ✓ **\$50.00 deposit must be received before meeting room application can be confirmed.**
- ✓ Upon your arrival, check in at the circulation desk.
- ✓ Prior to departure, report any spills or maintenance issues as well as the **number of attendees** to the librarian at the circulation desk.
- ✓ If your deposit is not picked up within one week or arrangements made at the time of the original booking it will be considered to be a donation to the Oelwein Public Library Foundation. This can be done at the circulation desk between 9:30–5:00 Monday- Friday.

### **MEETING ROOM POLICY**

The purpose of the library's meeting room is to provide space for library programs and events and to fulfill the library's role as a community center where the public can attend informational, educational, and cultural events. The meeting room is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.<sup>1</sup>

#### **Guidelines for Use:**

- The meeting room is available to non-profit groups (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code) and local government.
- Use of the meeting room by individuals or groups does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants.
- No fees will be charged for the use of the meeting room.
- Groups and individuals may not sell merchandise, do fundraising, solicit contacts for later sales or placement of orders, or charge admission fees or tuition. If groups offer materials in connection with study groups, conferences, and similar events, they may accept donations to cover the cost of materials. *Exception: Events sponsored by Oelwein Public Library, the City of Oelwein, Friends of the Oelwein Public Library, or the Oelwein Public Library Foundation, and county, service area, and state library group meetings are exempt from the above restrictions.*

#### **Scheduling:**

- Priorities:
  - Elections (Oelwein Public Library is a designated polling place.)
  - Library programs and activities
  - Library related groups' programs and activities
  - Local Government programs and activities
  - Non-Profit Groups

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<sup>1</sup> American Library Association, "Library Bill of Rights, Article VI."

- The meeting room is available during library hours. Meetings will vacate the library premises 15 minutes prior to library closing time.
- Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment and must be in charge of any children/minors under age 18 attending the meeting.
- Each group is limited to a total of **2** meetings per month, not to exceed **12** meetings per calendar year.
- Meetings may not be scheduled more than **6 months** in advance.

#### **Facilities:**

- The meeting room is limited to the capacity of 60 seats. (maximum capacity of 84)
- Controlled substances, alcohol, and smoking are not permitted.
- Materials or equipment owned by any individual or group may not be left or stored at the library. The library will not be responsible for any material left in the library.
- No materials or property shall be moved in or attached that will damage floors, walls, or woodwork.
- Each group is responsible for setting up the room and returning it to its original arrangement. (See diagram on white board) Clean tables, countertops, sink, and floors as needed.
- Kitchen facilities may be used for refreshments. Cups, plates, napkins, utensils, coffee, coffee filters, and other articles must be supplied by groups using the meeting room.
- *Exception: Events sponsored by Oelwein Public Library, the City of Oelwein, Friends of the Oelwein Public Library, or the Oelwein Public Library Foundation, and county, service area, and state library group meetings are exempt from the above restrictions.*
- Exempt groups need to fill out application for reference purposes. No deposit required.

#### **Staff Assistance:**

- The staff is not available to deliver telephone messages, unless there is an emergency.
- Presenters using meeting room equipment are expected to have a basic knowledge of their use. Staff cannot provide in-depth training but will answer basic questions about the equipment.

#### **Study Room:**

- Limited to the capacity of 6 seats.
- Testing and studies will take precedence.
- Groups reserving the study room must follow the meeting room guidelines and scheduling requirements.

In certain circumstances, exceptions may be made at the discretion of the director.

The Board of Trustees reserves the right to

- deny use of the facility to any individual or group for causing damages or for improper use of the facilities or for not adhering to library policies and meeting room terms of use.
- levy a fee or require a deposit.

## APPLICATION FORM FOR USE OF MEETING ROOM

Please read the policy before filling out the application form, as you are agreeing to the policy when you sign the form. This application may be submitted in person, by mail, by attaching this form to an email and sending to [oeilwein@oeilwein.lib.ia.us](mailto:oeilwein@oeilwein.lib.ia.us) or by fax to 319-283-6646. Upon approval of completed application, a **\$50.00 deposit will be required to confirm your reservation**. Any costs arising from loss, damage, or excessive janitorial services will be your responsibility.

Today's Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

Non-Profit  Local City, County or State Government  Exempt Library Group   
No deposit required No deposit required

Purpose of Event (must be free of charge) \_\_\_\_\_

Name of Responsible Individual \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Date of your event/meeting (one per sheet) \_\_\_\_\_ Day of Week \_\_\_\_\_

Start Time (allow for set-up) \_\_\_\_\_ End Time (allow for tear-down) \_\_\_\_\_  
Must be finished at least 15 minutes prior to closing

Number of people expected to attend \_\_\_\_\_

Please count the actual number of people who attend and notify a librarian.

Do you have a need for any equipment (Please circle any needed equipment)?

Microphone Projector Laptop Cable TV DVD Player Whiteboard Easel

I have read the meeting room policy and agree to abide by it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you would like to give a donation for use of the room, it would be most welcome. Please make checks out to the Oelwein Public Library Foundation.**

### For use by Library Personnel only:

Date application turned in: \_\_\_\_\_ Deposit Received: yes no

Approved \_\_\_ Not Approved \_\_\_ Reason \_\_\_\_\_

Notification Date \_\_\_\_\_ Employee \_\_\_\_\_

Notes: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Deposit Returned \_\_\_ Date \_\_\_\_\_ by \_\_\_\_\_ Room Inspected – Date \_\_\_\_\_ Time \_\_\_\_\_

Initial \_\_\_\_\_